



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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No. 146 Dispur, Tuesday, 2nd March, 2021, 11th Phalguna, 1942 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

ELECTION DEPARTMENT ::::: DISPUR

NOTIFICATION

The 28th February, 2021

No. ELE. 71/2014/29.- In exercise of power implicit in Rule 10(2) of the Delegation of Financial Power Rules, 1999, the Governor of Assam is pleased to delegate the financial powers to all Deputy Commissioners / Sub-Divisional Officers as District Election Officers for purchase of polling materials and printing of forms and envelops etc. as detailed in Annexure-A in connection with the forthcoming General Election to State Legislative Assembly, 2021 for the period from the date of issue of this notification to the date of declaration of the results of election subject to the availability of budget provision under proper head of Account and observance of the provision under SO 213 (B) and SO 214 of the TRs and SOs and other required formalities for this purpose.

This delegation is issued with concurrence of Finance (Estt.B) Department's vide their U.O. No. FEB.27 dated 26/02/2021.

L. N. SAHARIA,

Deputy Secretary to the Government of Assam,
Election Department & Joint Chief Electoral Officer,
Assam, Dispur.

ANNEXURE-A**LIST OF POLLING MATERIALS FOR A POLLING STATION
WHERE ELECTRONIC VOTING MACHINE IS USED.**

1. Register of Voters (Form 17A)
2. Voter's Slip
3. Marked/ Working Copies of Electoral Rolls
4. Ballot Papers (for tendered voters)
5. Stamp Pad (Purple)
6. Match Box
7. Presiding Officer's Diary
8. Distinguishing Mark Rubber Stamp
9. **FORMS**
 - i. list of Contesting Candidates
 - ii. List of Challenged Votes (Form-14)
 - iii. List of Blind and Infirm Voters (Form-14A)
 - iv. List of Tendered Votes (Form-17B)
 - v. Accounts of Votes Recorded (Form-17C)
 - vi. Record Paper seals used
 - vii. Receipt Book for deposit of challenged votes fee
 - viii. Letter to S.SH.O.
 - ix. Declaration by the Presiding Officer the Commencement of Poll and of the end of poll (Part I to IV)
 - x. Declaration by Elector about his age
 - xi. List of Electors who voted after giving declaration/Refused to give declaration.
 - xii. Declaration by the companion of blind and infirm Voter
 - xiii. Entry passes for polling Agents.
 - xiv. Format for Presiding Officers Additional 16 point report to be submitted to constituency observer/returning officer.
 - xv. Visit sheet.
 - xvi. Receipt of return of Election records and materials after poll (Form-M1)
10. **ENVELOPES**
 - i. For Smaller envelopes (Statutory Covers)(SE-8)
 - ii. For Marked copy of Electoral Rolls (SE-8)
 - iii. For other copies of electoral rolls(SE-8)
 - iv. For Tendered Ballot Paper and Tendered Voters List
 - v. For Declaration by the Presiding Officer before Commencement of the poll and of the end of the Poll (SE-7)
 - vi. For account of votes recorded (Form 17C)(SE-5)
 - vii. For list of challenged votes (SE-5)
 - viii. For unused and spoiled paper seals (SE-5)
 - ix. For appointment letters of Polling Agents (SE-6)
 - x. For List of Blind and Infirm voters (SE-5)
 - xi. For Presiding Officer's Diary's report (SE-6)

- xii. For Election Duty Certificate (SE-5)
- xiii. For Receipt book and cash forfeited (SE-6)
- xvii. For declaration of comparisons (SE-5)
- xviii. For smaller envelopes (others) (SE-7)
- xvi. For Register of voters containing signatures of Voters (Form 17A) (SE-8)
- xvii. For other relevant papers (SE-5)
- xviii. For smaller envelopes (SE-8)
- xix. Cover for Presiding Officer's brief record under Rule 40 (SE-6)
- xx. Plain Envelopes (SE-7)-2(SE-8)-3
- xxi. For unused Ballot papers (SE-7)
- xxii. For any other paper that the R.O. has decided to keep in the sealed cover.
- xiii. Cover for unused and damaged special tag (SE-7)
- xxiv. Cover for unused and damaged strip seal (SE-7)

(Whether the envelopes are smaller in size the packing paper may be used and where the relevant printed envelopes is not available plain envelop can be used and purpose may be indicated with red ink)

11. **SIGN BOARDS**

- a. Presiding Officer
- b. Polling Officer
- c. Entry
- d. Exit
- e. Polling Agent
- f. Miscellaneous Notice specifying area etc.
As required by Rule 30(1))a).

12. **STATIONERY**

- I. Ordinary Pencil
- II. Ball Pen
- III. Blank Paper
- IV. Pins
- V. Gum Paste
- VI. Blade
- VII. Candles
- VIII. Thin Twine Thread good (only good quality twine
- IX. thread should be used while putting various seals on the EVM and other election papers as per ECI's guideline).
- X. Metal Rule
- XI. Carbon Paper
- XII. Cloth or Rag for removing oil etc.
- XIII. Packing Paper Sheets.
- XIV. Cup/Empty tin/Plastic box for holding indelible ink bottle
- XV. Drawing Pins
- XVI. Check List
- XVII. Rubber Bands
- XVIII. Cello Tape

List of materials to be returned by the Presiding Officer to the Sector Officer separately who s firm will deposit them in store of the office of the Chief Electoral Officer/District Election Officer.

1. Arrow Cross Mark Rubber Stamp,
2. Metal Seal of Presiding Officer,
3. Stationery Bag containing.
 - i. Self inking pad
 - ii. Material for voting component
 - iii. Metal Rule
 - iv. Plastic Box for holding indelible ink.
 - v. All Other unused items.
13. Additional Items of Polling Materials to be Provided to the Polling Party with VVPAT.
 1. Envelop made of thick black paper (for sealing printed paper slips of Mock Poll).
 2. Plastic Box for Black Paper envelope sealing.
 3. Forms for declaration by elector under rule 49MA.
 4. Operational manual of VVPAT
 5. Mock Poll Slip Stamp
 6. Poster on How to cast vote on EVM & VVPAT
 7. Brochure for Presiding Officer on use of EVM & VVPAT
 8. Trouble shooting on use of EVM & VVPAT
14. Plastic drums for collection of Bio Medical waste (35 Liters)
15. Emergency light for polling station.
16. Any other procurement of goods and services which may be required for conduct of the Election as per ECI guidelines.